

Student Attendance Guidelines

Dear Students and Parents,

We hope this message finds you well. As we embark on a new academic year, it is essential to remind everyone of the attendance guidelines that are in place to ensure a productive learning environment.

Attendance Policy

- Students are expected to attend all classes unless a valid excuse is provided.
- Absences must be communicated to the school by a parent or guardian.
- Continual unexplained absences may lead to disciplinary actions.

Reporting Absences

In case of absence, please notify the school office by **8:00 AM** on the day of the absence. You can do this via phone or email.

Consequences of Excessive Absences

Students with excessive absences may be subject to:

1. Meeting with school counselor.
2. Additional assignments or make-up work.
3. Possible retention in current grade level.

Thank You

Thank you for your attention to these important guidelines. We look forward to a successful and engaging school year!

Sincerely,
The School Administration